

TESTING COORDINATOR

FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

Reviews, analyzes reports, and interprets test data on specific or general student populations; consults with instructional and administrative staff to provide interpretation in the utilization of test information in order to increase student achievement and improve instructional services; and performs related duties as required or assigned.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Manages the oversight of the implementation and certification of required state and county testing to include the following: state SOL testing for summer, Term 1, and Term 2; expedited retakes; Work Keys; and local testing related to accountability (e.g. Interactive Achievement, etc.)
- Supports testing related to special programs: governor's school testing, military testing (ASVAB), CTE certification testing, dual enrollment testing, and/or special local/school testing.
- Assists as directed by the principal with College Board assessments: PSAT, SAT, and AP.
- Meets on a regular basis with division testing supervisor and special education testing specialist for updated training, policy/compliance, and certification matters;
- Organizes, manages, and implements assigned standardized testing within the building, including training of staff, maintaining accurate and complete records, coordinating distribution and collection of secure test materials, administering tests in accordance with the established test calendar, providing and completing all test documents to the division's testing office by established deadlines;
- Certifies as to the ethical testing practice within the school building and providing training to staff on ethical testing, test security, and data reporting procedures
- Makes meaning of multiple data sources (via state dashboard, state/local reports, spreadsheets, etc.) in support of the data driven decision-making efforts of school leadership;
- Interprets test results and provide written interpretation and analysis for school and individual teacher use at direction of principal;
- Analyzes data to assist in the development of school improvement plans to include remediation actions;
- Plans and conducts staff development activities that focus on the use of data and assessment to enhance learning and collaborative instructional planning;
- Performs other duties as assigned by the principal.

KNOWLEDGE, SKILLS AND ABILITIES:

Excellent organizational skills are required; excellent communication skills, verbal and written are required; ability to work in a collaborative relationship with other school-based professionals is required; ability to create informative visualizations of data to support school staff with evaluation and planning efforts is required. Knowledge of basic MS Office applications is required.

EDUCATION AND EXPERIENCE:

Three years of teaching experience, or equivalent experience with leading teams, interpreting and presenting data to teams, etc. is preferred. Possession of a Professional Certificate issued by the Virginia State Department of Education. Experience in training in data-driven Instruction; leadership experience (e.g., grade-level, department, or committee/program chair, current school test coordinator); staff development leadership; experience in workshop presentations preferred.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.